

# MEETING NOTICE TOWN OF WENHAM

Town Clerk Date Stamp

Board/Committee Name: Trustees of the Hamilton-Wenham Public Library  
Date: Thursday, June 19, 2014  
Time of Meeting: 5 PM  
Location: Hamilton-Wenham Public Library Local History Room  
Signature: Jan Dempsey

## AGENDA

1. Call to Order
2. Acceptance of Minutes
3. Director's Report and Financial Report
4. Friends Liaison Report
5. Library Employment Issues
6. Trustee resignation/appointment discussion
7. By-law Discussion
8. Old Business
9. Adjournment

*The Open Meeting Law requires that meeting notices list topics the Chair reasonably anticipates will be discussed at a meeting. If the Chair anticipates that the public body will be entering executive session, then the meeting notice should reflect so, list the executive session purpose, and as much information without compromising the reason for the executive session.*

**NOTE:** Per changes to the Open Meeting Law effective 7/1/2010:

Notices and agendas are to be posted 48 hours in advance of the meeting *excluding Saturdays, Sundays, and legal holidays*. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. **If posting close to the 48 hour window, you may want to confirm with Town Clerk that posting has been received in time.**

### **Deadlines for postings:**

If meeting falls on Monday, posting to Town Clerk's office no later than Thursday 3:30 PM  
If meeting falls on Tuesday, posting to Town Clerk's office no later than Thursday, 3:30 PM  
If meeting falls on Wednesday, posting to Town Clerk's office no later than Monday, 3:30 PM  
If meeting falls on Thursday, posting to Town Clerk's office no later than Tuesday, 6:00 PM  
If meeting falls on Friday, posting to Town Clerk's office no later than Wednesday, 3:30 PM

*Notices and agendas can be emailed to Town Clerk at [treid@wenhamma.gov](mailto:treid@wenhamma.gov)*

**Although a posting may be put onto the town's web site calendar, it is not the official posting location. For official postings, please see the posted meeting binder at Town Clerk's office during office hours, or binder located outside of Wenham Town Hall.\***A listing of topics the chair reasonably anticipates will be discussed at the meeting are listed on the agenda. **Amend as necessary.**